



2015-2016
Parent/Student
Handbook

Shiloh Christian
Elementary School

A Ministry of Cross Church of Springdale
Committed to Quality Christ-Centered Education

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Springdale, Arkansas 72762

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www.shilohsaints.org

Mission Statement

“To develop godly leaders who engage their culture and change it.”

SHILOH CHRISTIAN SCHOOL PREFACE

The purpose of this handbook is to provide a standard of conduct and expectations for each student of Shiloh Christian School. As students demonstrate respect for this standard, an environment will be created that is conducive to the highest learning experience and one that brings honor and glory to God.

The contents of this handbook, while extensive, will not address each and every issue that may arise during the course of any given school year. When such occasions arise, administrators will address the issue and render decisions that are fair and in the best interest of the student and the school.

Ultimately, the standard expressed in this handbook is a practical application of Colossians 3:17, “Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” It is our desire that the students of Shiloh Christian School are a testimony of God’s grace in their academic accomplishments, their dress, their conduct and their attitudes that unbelievers may be drawn to Christ and believers might be encouraged in their spiritual growth.

SHILOH CHRISTIAN SCHOOL PHILOSOPHY STATEMENT

Shiloh Christian School strongly adheres to the belief that all truth is God's Truth. God the Father must be recognized as the creator and organizer of the universe before true mastery of worldly facts can be established.

Shiloh Christian School believes that Christian education is the process of teaching and learning conducted by born-again Christian teachers in an environment where God and His Word are the highest authority. The primary objective is to bring all knowledge into a living relationship with the Truth of the Word of God.

We believe it is our responsibility to nurture the growth of students, not only in academic, social, and physical parameters, but in the spiritual realm as well.

The entire learning process should produce individuals who are capable of being both productive members of society and contributing members to the body of Christ.

STATEMENT OF FAITH

1. We BELIEVE the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God. (II Timothy 3:16-17; II Peter 1:20 -21)
2. We BELIEVE that there is one God eternally existent in three Persons: Father, Son and Holy Spirit. (John 14:16 – 18, John 17:11)
3. We BELIEVE in the Deity of Christ (John 1:1-4, John 14:9, Colossians 1:15-17), in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 2:23), in His substitutionary death through His shed blood (I Peter 2:24), in His literal, bodily resurrection (John 20:10-29), in His bodily ascension to the right hand of the Father (Mark 16:19), and in His premillennial, imminent bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:27, I Thessalonians 4:13-17).
4. We BELIEVE in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23) and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works, (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, James 2:14-18).
5. We BELIEVE that all who receive by faith the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God. (John 3:5,16; Romans 3:21-30, Galatians 4:4-7).

6. We BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding. (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).
7. We BELIEVE in the resurrection of both the saved and the lost; those who are saved unto resurrection of life and those who are lost unto the resurrection of damnation (John 5:28-29). First resurrection (I Thessalonians 4:13-17). Second resurrection (Revelation 20:13).
8. We BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

GENERAL OBJECTIVES

1. To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
2. To promote in our students a God-centered orientation of life.
3. To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
4. To promote the development of moral character consistent with the principles of the Bible.
5. To promote a high level of literacy and academic achievement per the ability of the student.
6. To promote understanding of man's purpose of being, which is to bring glory to God.
7. To foster a relationship in which a partnership is developed between home, school, and church.
8. To develop in students the ability to critically analyze the world's interpretation of truth from God's truth.

ACCREDITATION

Shiloh Christian School is accredited by ANSAA (Arkansas Nonpublic School Accrediting Association), ACSI (Association of Christian Schools International) and AdvancED. Accreditation status is reviewed on a periodic basis, therefore, Shiloh maintains continuous self-study and improvement mechanisms. Shiloh maintains membership in all three ANSAA, ACSI and AdvancED.

ACCOUNTABILITY

Shiloh Christian School is a member of Evangelical Council for Financial Accountability (ECFA).

GRADUATE PROFILE

In summary, Shiloh Christian School's Philosophy of Education, Statement of Faith and General Educational Objectives are intended to graduate men and women:

- who know, love, and serve Jesus Christ;
- who are academically prepared for college or further training;
- who are teachable and exhibit a love for learning;
- who are well read;
- who effectively communicate verbally and in writing and persuasively present their point of view;
- who can think, work on teams, and solve problems;
- whose experiences reveal the diversity of the human race and prepare them for a life of evangelism and service to others;
- who commit to a life of service, loyalty, and leadership to a local church;
- whose participation in athletics (inter-scholastic or intramural) equip them to take a Christian approach to wellness and who are capable of exhibiting their faith in competitive situations.
- who apply biblical principles to their church, family, and work;
- whose actions reveal their Christian character; and
- who live as disciplined, culturally different men and women, and as leaders, engage their world and change it.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

SCHOOL HOURS

Arrival

An elementary staff member will be on duty to greet elementary students at 7:30 near the Kidz Theatre when the Christian flag is posted. ~~Only ONE LANE will be used under the white awning for children to get out of vehicles—the lane along the sidewalk.~~ Students should be prepared to exit. If you need to walk your student in the building, park in the parking lot and walk with your student across the traffic. Never let a student cross traffic alone.

All PK children must be signed in/out each day. A supervisor will be present from 7:30-8:00. PK teachers and K teachers will pick up students from Hope Hall and walk them to their classrooms at 8:00.

1st through 5th grade students will sit by grade level in Lower Hope Hall from 7:30-8:00. Teachers collect their students from the Lower Hope Ramp at 8:00 and walk them to class.

All students arriving after 8:05 should go to their classroom. Students who arrive in the office or classroom after 8:15 will be marked tardy.

If a student is late, students should report directly to the elementary office **with a written note of explanation**. The receptionist will sign the student in and send them to class with a note.

Parents of late PK students must sign them in and walk them to class.

Dismissal

Look for specific car line information on Parent Orientation Meeting night.

All students will be dismissed to the parent or secondary sibling or person designated on the blue card which parents will review on Parent Orientation Night. You will be called from the office before a student will be allowed to leave with anyone except the designated persons on the blue card.

Any student who does not have an adult to account for him/her by 3:30 p.m. will be taken to H108. Students will be moved to Extended Care and must be picked up there. Once students are checked into Extended Care, parents will be charged \$10 beginning (after 3:30). Secondary students that have the responsibility of meeting an elementary student at dismissal time must sign the student out at the Lower Hope Hall or in H108.

Cars may not park along the sidewalk to pick up students from 3:00 to 3:30 unless a teacher motions for you to move up due to inclement weather.

All elementary bus students will wait in the library until the bus driver picks them up.

Parents picking up students before 3:15 must sign the student out in the elementary office. The receptionist will send for them.

For early dismissals, students will be at dismissal points at the announced time. If students haven't been picked up within 15 minutes of the announced time, teachers will bring students to the elementary office (when there is no Extended Care) to call home.

SCHOOL CLOSINGS

In case of bad weather, school closing will be announced through emails, on our website at www.shilohsaints.org, Twitter, and FaceBook. We appreciate your support in the event of bad weather that usually comes to Northwest Arkansas, and we petition your patience with us on those "decision days" of closing or opening school.

On days when school is open but questionable conditions exist (icy and snow packed streets), your decision as a parent to keep your child home until conditions improve will be honored by the school by note/email sent to jills@shilohsaints.

VISITORS

Parents or other visitors are welcome to visit the school.

All visitors must sign in at either elementary office or administration office between 8:15 and 3:15 and wear a yellow visitors badge while on campus.

Parents who are bringing a lunch or are eating with their child must wear a yellow badge.

Student visitors may be on campus with the elementary dean's prior permission.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Shiloh Christian School presumes that the person who enrolls a student in school is the student's custodial parent. It is the responsibility of the parent to provide any documentation regarding the restrictions of a non-custodial parent. Shiloh Christian School, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities.

If restrictions exist to the above rights, the custodial parent is requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all of the student's educational records, including but not limited to, the student's cumulative file, records kept by the teacher, and the student's special education file (when applicable). Upon written request the non-custodial parent may conference with the student's teacher/s or meets briefly with the student. Under no circumstances will the student be permitted to visit with or be released to anyone, including the non-custodial parent without the approval of the custodial parent.

Administrators sometimes find themselves in the middle of a struggle over a child between estranged or divorced parents. It is imperative that the custodial parent be aware of the following procedures:

Only a legal document (i.e. final divorce decree which includes specific denial of visitation or a restraining order denying visiting rights) can prevent a parent from participating in the activities named above.

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the following steps should be followed:

1. The principal or his or her designee is to explain that the school staff is responsible for the child's welfare while at school. In front of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.
2. If the custodial parent objects, explain the rights of both natural parents. Confirm that the school will allow a brief visit (maximum of 15 minutes) and describe the conditions so that both parents hear the information. Emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.
3. The principal or his/her designee should escort the child to the office. Do not send the parent to the classroom. Explain to the child how the visit will be handled. Emphasize that you will return the child to class when the visit is finished. Provide a place for the visit which can be observed by office staff. Escort the child back to class after the visit.

STATE COMPULSORY ATTENDANCE LAW

Act 292 of 1991 – Amended by the State of Arkansas' 82nd General Assembly during the 1999 Regular Session.

Every parent, guardian, or other person residing within the State of Arkansas having custody of or charge of any child age five (5) through seventeen (17) years on or before **AUGUST 1** of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et.seq.

ATTENDANCE POLICY

Absences

- Ten (10) absences or more per semester will be considered excessive. Four (4) tardies are considered excessive.
- All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences.
- All absences will be recorded on the student's permanent file.
- Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be

marked absent for one-half (1/2) day.

- Only absences related to school-sponsored activities will not count toward the 10-day limit per semester such as fieldtrips and school-related contests.
- Students should bring a parental note verifying **all** absences no later than his second day of return to school (for example, sickness, death in the family, snow day). Emails should be send directly to jills@shilohsaints.org.
- Absences due to court or legal appointments will not count toward the 10-day limit when notes are provided for the student's absence to the dean.
- Because learning builds one skill upon another skill, a student must make-up whatever work the teacher and administration deem necessary for future success. The student must make-up work within the time frame equal to his absence. For example, if the student is absent for two days, he has two days to complete the make-up work after he returns to school.
- Generally make-up work will be assigned after the student returns to school. Parents may contact teachers through the office or email and pick up assignments after 3:00. Please do not interrupt the instructional time to ask for assignments.
- To reduce the workload of teachers, please do not ask for make-up work before planned absences.
- All absences and tardies will be entered into Renweb as unexcused. When a note/email is received in the office, absences and tardies will be changed to excused. All absences/tardies (excused and unexcused) are recorded on the student's permanent record.
- No student may leave the school premises during school or absent themselves from school-sponsored functions and events without express permission of the Dean. A student who violates this rule will be subject to disciplinary action at the Dean's discretion.
- If a student is in the nurse's office or administration office waiting to be checked out by a parent, he will be considered absent from the class.
- Students must be in attendance for a half (1/2) day in order to participate in or attend the extracurricular activities of the day.

Penalties for Excessive Absences

Students and parents will be notified on the quarterly reports of the accumulated number of absences per semester.

Any student accumulating more than 10 absences will be subject to denial of credit for the semester.

- At the discretion of the dean, students with excessive absences but appropriate documentation and completed assignments may regain credit status.
- At the discretion of the dean, students with excessive absences, incomplete assignments, and no documentation may be denied credit for the semester.
- Parents will be notified by letter if the student has violated this attendance policy by accumulating an excessive number of absences and denial of credit for the semester's work is pending.
- Credit can be regained through summer sessions or tutoring. Documentation must be brought to the dean the following school year to regain credit.

PERMANENT RECORDS

Student Transcripts reflect only semester grades, recording both letter and percentage grade as explained below:

1. Grades are based on homework, tests, and projects as assigned and graded by the teacher within a semester.
2. Semester grades are cumulative with a final semester grade.

3. PK students' grades will not be recorded on the permanent record, although reports will be included in the permanent file.
4. K-5th students' grades will be recorded on the permanent record.

STANDARDIZED TESTING

Shiloh Christian School administers standardized testing in the spring to students in grades K – 5. Results of these tests are placed in the student's cumulative folder and made available to parents or guardians.

GRADING POLICIES

A. All PK and K students will receive quarterly progress reports beginning in October at the Parent/Teacher Conferences.

B. Academic Grading System for Grades 1-5:

All grading will be based on total points correct. Report cards will be recorded in percentages with letter grade equivalence as follows:

<u>Percentage</u>	<u>Letter Grade</u>		
90 – 100	A	=	Excellent
80 – 89	B	=	Above Average
70 – 79	C	=	Average
60 – 69	D	=	Below Average
0 - 59	F	=	Failing

C. Report to Parents:

1. Parents will receive Mid-Quarter and Quarterly Reports each nine (9) week period. Only semester grades will be recorded on student cumulative files.
2. Parent/Teacher conferences will be conducted after the 1st nine week grading period.
3. Additional meetings between parents and teachers are encouraged.
4. Shiloh Christian Elementary School encourages the use of daily progress checks through the use of assignment planners, weekly packets (on Tuesdays), and RenWeb. Elementary grades begin posting grades on Renweb after the first three weeks of a semester.
5. **Handwriting grades will be recorded as S(2), S-(1), or S+(3) on the permanent transcript.**
6. **PE, Music, Spanish, Computer, and Art grades will be recorded as S(2), S-(1), or S+(3) quarterly.**
7. **Students conduct and work study skills will be recorded as S(2), S-(1), or S+(3) quarterly.**
8. Any student, grades 1 – 5, making an "F" for the final average in reading, math, language, science, or social studies will not be promoted to the next grade. Fifth grade students "D"s in two or more subjects must be retest through the secondary admissions process before entering SCS secondary school.
9. Students failing reading and/or math may recover semester credit with 40 documented hours of summer tutorial with prior approval through the elementary dean.

HOMEWORK/MAKE-UP WORK

A. Homework (Grades 1 – 5)

The completion of the homework assignments is an important aspect to develop responsibility as well as practice academic skills. Parents should expect 10-30 minutes of homework daily. In upper grades, computer keyboarding (30 minutes per week), music recorder (30 minutes per week), and Spanish (30 minutes per week) will be assigned. All students should read or be read to 15 minutes per day.

B. Calling for homework

Parents may call **before 12:00** for homework which may be **picked up after 3:00** in the elementary office.

D. Late Assignments

In grades 1-5, late assignments will be entered in Renweb as "0" until the assignment is complete. Students will receive 2 reminders to complete an assignment before the "0" stands. (Parents will be notified of late assignments through the assignment planner, email, or RenWeb.)

Students with chronic incomplete work may miss specials, pep rallies, parties, programs and/or fieldtrips in order to complete assignments.

F. Make-up Work (Grades 1 – 5)

Upon returning to school from an absence, a student must approach his/her teacher(s) and ask for missing assignments and tests. All make up work will be marked in RenWeb as a "0" until it has been returned to the teacher and graded. Make-up work turned in late (days equal to number of days absent) will be graded and points will be deducted for lateness. See D.

DISCIPLINE

A. Philosophy and Goals

The ultimate goal of Shiloh Christian Elementary School's discipline system is to teach students to become effective modifiers of their own behavior. Staff must help students to:

1. Express feelings in a controlled, productive way.
2. Think through their actions and predict the consequences and assume responsibility for their actions (good and bad).
3. Identify the causes of their misbehavior and change them to more appropriate behavior.
4. Understand that behavior is shaped and modified by its consequences.
5. Model desired behavior.
6. Learn problem-solving skills.

B. General Regulations – Policies

1. Shiloh Christian Elementary expects PK-5th students to be respectful of authority, others, and property. Every student will be expected to know these rules/goals.
2. Emphasis is placed on discipline being a "skill to be developed rather than a rule to be broken".
3. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
4. Consequences for not meeting the school expectations may be loss of points/dollars, removal from group activity, walking during recess, and/or loss of social time at lunch.
5. Serious or continuous disciplinary offenses will be referred to the Dean.
6. Parents will be notified by phone, email, or conference when students are referred to the Dean's office for serious or continuous disciplinary offenses.

C. Major Offenses

The following are considered major offenses. Consequences, at the discretion of the

Dean, will be severe. Immediate Suspension (In-School or Out-of-school) or Expulsion may be given for the following offenses:

1. Fighting, biting, hitting (First offense- student leaves for the remainder of the day)
2. Defiance of school authority (Dean, teacher, or staff member)
3. Consistent lack of cooperation both within and outside the classroom
4. Willful destruction of school or church property
5. Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds
6. Bringing pocket knives, firearms, bullets or any type of weapon on the school or church grounds
7. Profanity or verbal abuse; obscene gestures, language, pictures, or conduct
8. Leaving campus or designated area without permission
9. Theft
10. Cheating
11. Throwing any object at people or vehicles

E. Suspension

Suspension is defined as the temporary removal of a student for disciplinary reasons. Students may be excluded by the Dean for serious reasons for a period of time not to exceed ten (10) days. The Dean will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.

Suspension may be assigned for a variety of issues related to misconduct. The following rules apply:

1. Students must report to the Dean's Office by 8:00 a.m. NO LATER. Dismissal will be at the end of the school day.
2. Students will bring a sack lunch.
3. Restroom breaks and lunch will be scheduled at appropriate intervals.
4. Because it costs the school \$50.00 to monitor a student for one day in exclusion, after the third time a student is assigned to exclusion, the student's account will be charged \$50.00 for each day spent in exclusion.
5. Homework missed in class will be completed the evening of the suspension and must be turned in the following day.
6. Three (3) suspensions (in-house or out-of school) during an academic year may result in a student losing the privilege of attending Shiloh.

F. Expulsion

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Dean. A written report containing reasons for the expulsion will be sent to the student's parent(s) or guardian(s). Students (1st – 5th) who serve 3 suspensions during an academic year may be expelled at the discretion of the Dean.

G. Field Trip Participation

Students in 1st-5th grades who have more than one visit to the Dean's office may not be allowed on the following fieldtrip. Fieldtrips are a privilege and a reward for excellent behavior in the classroom.

H. Important Note for PK and K Students

1. If a student has soiled pants, you will be called to come change your child's clothes.
 - a. Rationale-Our teacher's instructional times are very limited and we want to ensure every student gets the most from the school day. Shiloh does not keep a change of clothes for students.
 - b. Exception-Students with medical conditions that have been brought to the nurse's attention will be treated as our plan of action designates.
 - c. The teacher/staff will contact parents/dean when "accidents" occur. After 5 "accidents" have been documented by email within one month, the dean will contact parents in regard to dismissal from the program. Preschoolers must be potty-trained in order to attend the PK and K classes. PK students attending 3 days a week will have no more than 4 accidents within a month.
2. If a student bites another student and the nurse or dean can see the marks, parents will be called and the student must go home for the remainder of the day.
 - a. Rationale-Not only is biting a painful experience for the other child, biting can break the skin causing health-related diseases.
 - b. Parents will be contacted for a student that has been sent home more than 3 times during a year for biting. A PK or K student may lose the privilege of attending classes based on behavioral issues.

I. Child Maltreatment Complaint

If a complaint of child maltreatment is filed against any owner/operator, staff or other person in a child care center, the Child Care Licensing Specialist shall evaluate the risk to children and determine the suitability of the person(s) to supervise, be left alone with children, have disciplinary control over children or remain in the center during hours of care until the allegations have been determined true or unsubstantiated. (Pending the evaluation of risk to children by the Child Care Licensing Unit, the person(s) alleged shall not be left alone the children.)

DRESS CODE

Updated on 8-14-2015

Chapel Dress (Thursday)

1. **Prescribed** navy polo shirts with embroidery logo (available through the elementary office for \$20 or on Parent Orientation Night).
2. White or Navy turtlenecks or t-shirts may be worn under polo shirts.
3. Students may wear **navy sweaters, sweatshirts, or jackets in the classrooms.**
4. Everyone will wear **khaki** shorts, capris, skorts, skirts or pants.
5. Shirt tucked in with belt (if belt loops are present).

Monday, Tuesday, Wednesday

1. Polo shirts with a collar and buttons on plaque, long-sleeved or short-sleeved in any solid color.
2. Turtlenecks in any solid color. Solid long sleeve t-shirts or turtlenecks may be worn under polo shirts.
3. Navy, Khaki or blue jean shorts...length must be within 2" of the top of the knee cap.
4. Navy, Khaki, or blue jean pants, without holes.
5. Shirts tucked in with belt if belt loops are present.
6. Navy or khaki skort or skirt...Length must be within 2" of top of the knee cap.
7. Navy or khaki jumper...Length must be within 2" of the top of the knee cap.
8. Girls may wear navy polo dresses which are within 2" of the top of the knee cap.

9. If students are cold in the classroom, students may wear navy sweaters, jackets, or sweatshirts with polo or turtleneck shirts beneath them.

Friday

1. Spirit shirt - any t-shirt or sweatshirt labeled with Shiloh Christian.
2. Shirts must be tucked in with dress code bottoms.
3. Belts must be worn (if belt loops are present).

Miscellaneous

- **Tennis shoes are required for PE** and preferred for daily wear. (No sandals, open-toed shoes, cowboy boots, clogs, Toms, or Crocs.)
- No hats in the building.
- No belts are required for PK and K.
- 1st grade and above should keep shirts tucked in and belts on unless belt loops are not present.
- Boys' hair should be neatly trimmed above the ear, eyebrows, or collar.
- Navy sweaters, jackets, or sweatshirts may be worn in the classroom over polo or turtleneck shirts.
- Extreme fads are not permitted.

Dress code violations will be dealt with through warnings, deductions in class points, appropriate changes, or a call home for a change of clothes.

TORNADO DRILLS

For a tornado drill, all rooms will empty and students will get in the tornado position along their designated wall. Students will not kneel below windows, and should not be more than two persons deep. Diagrams are provided in each room. During the drill, strictest discipline must be maintained.

FIRE DRILLS

When the fire alarm sounds, the following procedure should be followed:

- As soon as the alarm sounds, students will leave the building in a quiet, orderly manner, according to instructions.
- Students should take only personal belongings with them. All books and supplies should remain in the classroom.
- The teacher will lead the students out of the room.
- Class groups should remain together as they move outside.
- All students will be accounted for.
- When the "all clear" signal sounds, students are to return in a quiet, orderly manner.

LEARNING LAB

Shiloh Christian School provides a Learning Lab for students who have documented ADD/ADHD, have been diagnosed with a mild learning disability, or are working one grade level below the current grade assignment. Learning Lab instruction is offered in the areas of written expression, basic reading skills, reading comprehension, listening comprehension, math calculations, and math reasoning. Parent/teacher recommendation, current diagnostic evaluation, observation, and classroom work samples are used to determine a student's eligibility for special services. Enrollment is limited and involves a yearly fee.

GIFTED/TALENTED CLASSES

Shiloh Elementary offers Gifted/Talented classes for students who need additional educational challenges and are referred by achievement testing. Students are evaluated in areas of academics, creativity, problem-solving and productivity. Enrollment is limited and involves a yearly fee.

PHOTOS

Student photos may be public on the website or used in informative pamphlets

RECESS

Pupils will go outside at recess periods during good weather. If, for health reasons, a child cannot go outside, a written note from a parent to this effect will be required. No one is to enter the building during recess periods without permission from the playground supervisor.

Students must go directly to the playground. No gum, candy, or food is allowed on the playground.

LOST AND FOUND

Lost and found items may be obtained in the Fellowship Gym. Unclaimed items left in the gym over one month become the property of the school and may be discarded or donated to a charitable organization. Please note that lost and found items from athletics may be claimed from the individual coaches.

LOST BOOKS

The teacher will contact the parents through notes regarding the replacement value of lost books. Parents should pay for replacement texts immediately.

PROPERTY DAMAGE

When there is damage to school or church property, the person responsible for such damage should promptly report it and pay for the damage. Any time a student is guilty of vandalism, either during school or non-school hours, he/she will be subject to disciplinary action in addition to restitution.

FORGOTTEN BOOKS, HOMEWORK, ETC.

Forgotten books, homework, or lunches should be delivered to the elementary office. The elementary office staff will deliver forgotten items to the classroom.

ARTICLES PROHIBITED FROM SCHOOL

Items such as toys, cell phones, questionable literature, gum, matches, lighters, and dangerous weapons are not permitted at school at any time.

GIFTS DELIVERED TO SCHOOL

If you have gifts to be delivered to your children, bring them by the office and they will be delivered to the student at the end of the school day.

CELL PHONES

Students are not permitted to use cell phones anytime during the school day. If a cell phone is seen in use or is heard ringing, it will be taken by staff, held in the administration office and returned only to the parent. If a student must contact a parent during the day, office phones may be used.

TECHNOLOGY (E-readers)

E-readers will be used in class only under the direction of the teacher. E-readers are solely for the use of the individual students. They may not be shared. E-readers must go home every night. Parent/students are responsible for the books and content on the reader. The school is not responsible for lost or stolen e-readers. If students are visiting sites other than reading, parents will need to pick up the reader from the elementary office. E-readers (or technology) may not be used before school or after school on the ramp. (See Technology Agreement in application process for further policies for e-readers.)

PLANNERS

Planners must be signed daily by parents of 1st-5th grade.

LUNCHES

- Students may be eligible for free or reduced lunches; however, forms must be on file in the lunchroom annually.
- Do not bring any food to **school to be shared with classmates without teacher permission.**
- Only milk is served with the tray lunch. Students must bring water or juice if an alternative drink is needed. Students with milk allergies must have a physicians' note on file in the nurse's office.
- **DO NOT** send food that needs to be microwaved for PK or K students.
- When sending sack lunches, please include healthy food, which includes one milk product, one meat/meat alternative, two fruits and/or vegetables and one bread product.
- Milk will be added to all **PK lunches**—sack or bought.
- Parents are invited to eat lunch in the cafeteria after they have signed in as visitors through the office.
- If you send a check to be deposited in the lunch account, please label the envelope with the child's name and grade.
- Parents are encouraged to set up reminders in RenWeb for low lunch balances.
- Parents may bring a lunch for their child. If tables are available you may bring lunch and sit with your child. Other children may not move from assigned seating.

BIRTHDAYS

Birthdays may be celebrated in the classroom as permitted by the classroom teacher. Do not send any food to school without the permission of the classroom teacher. We have extreme allergies within some classrooms. All foods must be prepackaged or from a bakery with regular health inspections.

Birthday invitations may not be distributed at school unless there is an invitation for everyone in the class.

LIBRARY

1. The library is open to students and teachers from 7:45 a.m. until 4:00 p.m. each school day. The library may be closed during a time designated for the librarian's lunch.
2. No library materials may leave the library without being checked out by the librarian.

3. Library books may be checked out for two weeks and may be renewed for one additional two week period if there is not a waiting list for the book.
4. Fines are charged for overdue books. Students are responsible for the books they check out. Consequently, if a book is lost or damaged, the student who checked it out must make restitution for the book. A hold will be placed on grade cards and transcripts until the book is returned or charges paid.
5. No eating or drinking in the library.
6. Reference books may be checked out overnight, weekly, or used exclusively in the library at the discretion of the librarian.
7. Students shall not check out books in their teacher's name unless the teacher gives written permission.
8. Any student using the library should work quietly.
9. A student may use the computers in the library with the permission of the librarian.

SCHOOL NURSE SERVICES

"And Jesus increased in wisdom and stature, and in favor with God and with people." (Luke 2:52, HCSV)

School Nurse services are provided to support both overall school population health and safety needs and individual student's acute illness and injury, developmental, and special health needs. The scope of services is guided by the Arkansas Departments of Health and Education, the Arkansas State Board of Nursing, and the National Association of School Nurses. **The school nurse does not make medical diagnoses.** Therefore, parents must seek medical advice from a licensed independent practitioner.

The School Nurse Office is located on the lower level of the Faith Hallway. Office hours are 8:00 - 3:30. When away from the office serving students, the elementary and secondary offices may page the nurse. At times, the staff nurse may have to be away from campus. If available, a substitute nurse will be assigned. If a substitute is not available, basic health needs and medications will be coordinated through the school offices. In case of emergencies, it is our goal to provide basic first responder care until community emergency medical personnel and/or parents assume responsibility.

Medical/Health Registration, Updates, and "Special Alerts"

Any special/diagnosed medical conditions must be documented in the student's official school health record at the time of application. Updates are required annually and a plan of action must be on file in the nurse's office. A "Special Alert List" will be provided to your student's dean, teacher, "special" teachers, and recess supervisors. If you would like your student's condition to be exempt from this limited use, you may request that the nurse keep the information confidential.

A. Acute Illness and Injury

Students who become injured or ill at school are assessed and treated in the context of the best interest of both health and academics. This may result in the recommendation that a student goes home or attempts to go back to class to see if symptoms improve. Reassessment is coordinated with the student and faculty.

B. Communicable Disease

The Arkansas School Health Services Manual provides guidelines for excluding students with known or suspected communicable disease from school. Student whose temperature is 100.0 degrees or over and/or experiences vomiting or diarrhea will be excluded from school. Students should be fever-free or without

vomiting for 24 hours before returning to school. Students requiring antibiotic therapy must follow the guidelines of their independent licensed physician.

Lice-When lice have been detected, students must go home for 24 hours. Parents must bring students by the nurse's office for a check **with the label of the shampoo used to treat the lice. If lice or nits are detected, the student may not go back to class until cleared by the nurse.**

C. Parent Notification of Health Room Visits not resulting in disposition to home

When pre-authorized, over-the-counter medication is dispensed, a note (or email) will be sent home for elementary students. Notifications are available for secondary students with parental request.

D. Medications

Medications, including antibiotics and most allergy and behavioral medications, should be given at home. In the rare instance when home administration is not possible, medication administration can be requested as follows:

The parent must provide an unexpired prescription in the original container with an original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request. Forms are available in the school nurse office for this purpose.

Medications containing narcotics cannot be administered in the school setting.

E. Exemptions for Immunizations

Parents may request an annual exemption from state immunization requirements by contacting:

Director of Communicable Disease/Immunization Division
Arkansas Department of Health
4815 West Markham Street, Slot 48
Little Rock, AR 72205
Phone: 1-800-235-0002

The parent must notify the school nurse when an exemption request is in process and provide a copy of the approved exemption notification to the school nurse via the school office upon receipt. Please note that local health departments and private providers are not authorized to provide immunization exemptions.

F. Health Screenings

Students will receive health screenings as mandated by the Arkansas Departments of Health and Education. These include hearing, vision, height, weight, and scoliosis. If a student fails any screenings, a written referral to a licensed independent provider evaluation is provided. This referral must be completed and returned to the School Nurse for completion of mandatory state reports.

G. Immunizations

According to Arkansas state law, students must meet current immunization requirements. Immunizations must be on file in the nurse's office. The nurse will contact parents for updates. Updates must be completed in a timely manner.

TUITION

All payments are due on the first of each month and are past due after the 15th. (A \$15.00 penalty will be charged after the 15th on all delinquent accounts.)

ALL STUDENT ACCOUNTS MUST BE KEPT UP-TO-DATE IN ORDER FOR STUDENTS TO CONTINUE THEIR EDUCATION AT SHILOH CHRISTIAN SCHOOL. Responsible parties of delinquent accounts will be contacted for a review of their account and the student's status in the school.

RE-ENROLLMENT

1. Shiloh does not discriminate on the basis of race, sex, color, handicap, or national/ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school-administered programs.
2. The specific procedures for re-enrollment are outlined online at shilohsaints.org. For help with online applications, please call the administration office at 470-756-1140.
3. A student will not be readmitted if there is an outstanding tuition balance from the previous year.
4. Past behavior and Christian conduct will be considered as part of the enrollment recommendation for all students.

PARENT INVOLVMENT

Parent meetings will occur as designated on the school calendar and/or scheduled and announced through newsletters. The purpose of the meetings will be to provide parents with the opportunities to become better acquainted and to participate in projects that are essential for the development and progress of our school.

We encourage all parents to become involved in some way within their children's classrooms. Volunteer forms will be available during parent/orientation night. Classroom teachers will email volunteer needs through weekly newsletters.

SPECTATOR SPORTSMANSHIP

Shiloh Christian School is committed to the highest level of athletic competition within the limits of our school's resources. Shiloh Christian is dedicated to the behavior of players, coaches, cheerleaders and spectators that honors God and others. Shiloh Christian believes that a spirit of respect for all involved in athletics – players as cooperative competitors, coaches as professional educators, referees as professional arbiters, and fans as encouragers – is essential for Shiloh Christian to be distinctly Christian.

As such the Board of Trustees, the Administration, the Coaches, and players expect spectators to:

1. Focus on encouraging the team;
2. Refrain from any degree of critical, sarcastic, or negative spirit;
3. Demonstrate an appreciation of the skillful play of opponents;
4. Support our cheerleaders' efforts and respect the efforts of the opponents' cheerleaders;
5. Refrain from booing any player, coach, or referee;
6. Refrain from personal comments about any coach, player, or official;
7. Set positive examples to students and adults as role models of mature Christian behavior by displaying the Fruit of the Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Gal. 5:22-23);
8. Submit to the authority of the game officials, coaches, and school administration whether at home or away (Romans 13:1);

9. Use the principle of “right place, right time, and right spirit” when speaking with a coach or official. Immediately following a game is not the right time or right place to meet with someone over a concern; and give glory to God in victory and defeat.

CONFLICT RESOLUTION

Conflict is bound to occur in any given relationship. Truly, “all have sinned and fall short of the glory of God” (Romans 3:23). Differences of opinion, misconduct, hurtful words and violations of trust are found in the Christian community as well as the world. The presence of such conflict is common to both; however, the manner in which the Christian deals with conflict is to be different than the typical approach of the unbeliever. This is a testimony of the transformed life (Romans 12:1-2).

God has given us specific guidelines in His word regarding the resolution of conflict.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17)

The practical application of this truth at Shiloh Christian School is as follows:

1. Talk to God about the matter before speaking to anyone else. Give Him opportunity to calm your spirit, grant perspective and focus your eyes upon Him instead of the circumstances (Psalm 139:23-24).
2. Do not talk to others about the individual(s) involved in the conflict. Do not sow seeds of discord among the Shiloh family (Proverbs 6:16-19). If counsel needs to be sought, do so while protecting the identity of the parties involved.
3. Make an appointment to speak privately with the individual who is directly involved in the conflict. There is an appropriate time and place to discuss such issues. Give the other individual opportunity to reflect upon his/her actions or words, seek God’s perspective of the matter and prepare for the conversation.

This means a classroom issue must first be discussed with the teacher,
an athletic issue must first be discussed with the coach, an administrative
issue must first be discussed with the appropriate administrator.

4. If a positive outcome cannot be achieved in this initial meeting, a meeting needs to be scheduled between the original parties and the next level of administration.
5. This process continues as long as necessary with the ultimate resolution resting in the hands of the Board of Directors for Shiloh Christian School.

In following this God-given process of conflict resolution we are being obedient to the Scripture, protecting the unity and integrity of the school’s ministry, growing in our spiritual maturity, and giving a positive testimony to others.

Shiloh Christian School

The Secondary School

Parent / Student Handbook 2015-2016

(Updated June 9, 2015)

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PREFACE

The purpose of this handbook is to provide a standard of conduct and expectations for each student of Shiloh Christian School. As students demonstrate respect for this standard an environment will be created that is conducive to the highest learning experience and one that brings honor and glory to God.

The contents of this handbook, while extensive, will not address each and every issue that may arise during the course of any given school year. When such occasions arise, administrators will address the issue and render decisions that are fair and in the best interests of the student and the school.

Ultimately, the standard expressed in this handbook is a practical application of Colossians 3:17, "Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." It is our desire that the students of Shiloh Christian School are a testimony of God's grace in their academic accomplishments, their dress, their conduct and their attitudes so that unbelievers may be drawn to Christ and believers might be encouraged in their spiritual growth.

PHILOSOPHY STATEMENT

Shiloh Christian School strongly adheres to the belief that all truth is God's Truth. God the Father must be recognized as the creator and organizer of the universe before true mastery of worldly facts can be established.

Shiloh Christian School believes that Christian education is the process of teaching and learning conducted by born-again Christian teachers in an environment where God and His Word are the highest authority. The primary objective through this Biblical worldview is to bring all knowledge into a living relationship with the Truth of the Word of God.

We believe it is our responsibility to nurture the growth of students, not only in academic, social, and physical parameters, but in the spiritual realm as well.

The entire learning process should produce individuals who are capable of being both productive members of society and contributing members of the body of Christ.

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STATEMENT OF FAITH

We BELIEVE the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).

We BELIEVE that there is one God eternally existent in three Persons: Father, Son and Holy Spirit (John 14:16-18, John 17:11).

We BELIEVE in the Deity of Christ (John 1:1-4, John 14:9, Colossians 1:15-17), in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 2:23), in His substitutionary death through His shed blood (I Peter 2:24), in His literal, bodily resurrection (John 20:10-29), in His bodily ascension to the right hand of the Father (Mark 16:19), and in His pre-millennial, imminent bodily return (Acts 1:11, Revelation 20:1 -9, Matthew 24:27, I Thessalonians 4:13-17).

We BELIEVE in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23) and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works, (Ephesians 2:8 -10, John 3:3-7, John 1:12-13, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, James 2:14-18).

We BELIEVE that all who receive by faith the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5, 6; Romans 3:21-30, Galatians 4:4-7).

We BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).

We BELIEVE in the resurrection of both the saved and the lost; those who are saved unto resurrection of life and those who are lost unto the resurrection of damnation (John 5:28-29), first resurrection (I Thessalonians 4:13-17), second resurrection (Revelation 20:13).

We BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

MISSION STATEMENT

To develop Godly leaders who engage their culture and change it.

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CORE VALUES

Christ-Likeness

- We are on a journey of faith together.
- We depend on the transforming power of God.

Relationships

- We invest in the lives of others
- We share each other's burdens and rejoice in each other victories.
- We consider others more important than ourselves.

Trust

- We do the right thing.
- We do what we say we will do.
- We tell each other the truth.

Team Work

- We invite the ideas and opinions of others
- We defer to one another's unique abilities and gifts.
- We have the authority that represents our level of responsibility.
- We rally together for common goals.

Excellence

- We pay fanatical attention to quality and detail.
- We exceed the expectations of those whom we serve.
- We find new ways to improve.

GENERAL OBJECTIVES

- A. To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
- B. To promote in our students a God-centered orientation to life.
- C. To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
- D. To promote the development of moral character consistent with the principles of the Bible.
- E. To promote a high level of literacy and academic achievement per the ability of the student.
- F. To promote understanding of man's purpose of being, which is to bring glory to God.
- G. To foster a relationship in which a partnership is developed between home, school, and church.
- H. To develop in students the ability to critically analyze the world's interpretation of truth from God's truth.

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ACCREDITATION

Shiloh Christian School is accredited by ANSAA (Arkansas Nonpublic School Accrediting Association), ACSI (Association of Christian Schools International) and NCA (North Central Association). Accreditation status is reviewed on a periodic basis; therefore, Shiloh maintains continuous self-study and improvement mechanisms. Shiloh maintains membership in all three ANSAA, ACSI and NCA(Advanced Ed).

ACCOUNTABILITY

Shiloh Christian School is a member of Evangelical Council for Financial Accountability (ECFA).

GRADUATE PROFILE

In summary, Shiloh Christian School's Philosophy of Education, Statement of Faith, and General Educational Objectives are intended to graduate men and women:

- Who know, love, and serve Jesus Christ;
- Who are academically prepared for college or further training
- Who are teachable and exhibit a love for learning;
- Who are well read;
- Who effectively communicate verbally and in writing and persuasively present their point of view;
- Who can think, work on teams, and solve problems;
- Whose experiences reveal the diversity of the human race and prepare them for a life of evangelism and service to others;
- Who commit to a life of service, loyalty, and leadership to a local church;
- Whose participation in athletics (inter-scholastic or intramural) equips them to take a Christian approach to wellness and who are capable of exhibiting their faith in competitive situations;
- Who apply biblical principles to their church, family, and work;
- Whose work ethic, skills, and loyalty demonstrate to secular man that Christians are to rely on Christ for the integrity of their work and the quality of their thinking;
- Whose actions reveal their Christian character; and
- Who live as disciplined, culturally different men and women, and as leaders, engage their world and change it.

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It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

RE-ENROLLMENT PROCEDURES

Shiloh does not discriminate on the basis of race, sex, color, handicap, or national/ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school-administered programs.

The specific procedures for returning students are outlined in the admissions section of the Shiloh Christian web site or by contacting the administration office - (479) 756-1140 or on-line at www.shilohsaints.org

A student will not be readmitted if there is an outstanding tuition balance from the previous year.

Past behavior and Christian conduct will be considered as part of the enrollment recommendation for all students.

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GENERAL INFORMATION

A . Directed Services

Shiloh Christian School provides a Directed Study Hall for all students who have documented ADD / ADHD, have been diagnosed with a mild learning disability, or are working significantly below grade level. Directed Study Hall instruction is offered in the areas of written expression, basic reading skills, reading comprehension, listening comprehension, math calculations, and math reasoning. Parent / teacher recommendation, current diagnostic evaluation, observation, and classroom work samples are used to determine a student's eligibility for special services. Enrollment is limited and involves a yearly fee.

B. LEAP (Lab for Excellence in Academics Program)

LEAP offers academic assistance to those students who qualify. In some cases, students are not performing at their potential due to a learning disability. These students may be candidates for the LEAP program. Shiloh offers various levels of support and creates plans designed around the needs of each individual student. Parent / teacher recommendation, current diagnostic evaluation, observation, and classroom work samples are used to determine a student's eligibility for this program. Enrollment is limited and involves a yearly fee.

C. Standardized Testing

Shiloh Christian School administers nationally normed standardized testing. Results of these tests are placed in the student's cumulative folder and are made available to parents or guardians.

D. Permanent Records

Student transcripts reflect only semester grades. The recorded percentage grade is explained below.

1. Grades are based on homework, tests, and projects as assigned and graded by the teacher within a semester.
2. Semester grades are cumulative with a final semester exam.
3. A student's grade point average is a computed total on coursework to date.
4. Academic probation and class rank are determined by the student's overall grade point average.
5. Athletic eligibility and honors are determined by the student's core grade point average.

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ATTENDANCE POLICY STATE OF ARKANSAS

Arkansas State Law requires school attendance as stated:

A.C.A. § 6-18-201 & 6-18-211 (2014)

6-18-201. Compulsory attendance

Under the penalty for noncompliance set by law, every parent, guardian, or other person residing within the State of Arkansas having custody or charge of a child five (5) years of age through seventeen (17) years of age on or before the date established in § 6-18-207 for the minimum age for enrollment in public school shall enroll and send the child to a public, private, or parochial school or provide a home school for the child, as described in § 6-15-501 et seq.

6-18-211. Mandatory attendance for students in grades nine through twelve.

(a) Beginning with the 2004-2005 school year, students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day.

(b) (1) No later than January 30, 2004, the State Board of Education shall promulgate regulations that require students in grades nine through twelve (9-12) to enroll in no less than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation.

(2) (A) The regulations shall allow local school district boards of directors to develop policies to allow:

(i) Students to be assigned to no more than one (1) class period each day for a study hall period that the student shall be required to attend and participate in for a full class period of self-study or organized tutoring in the school building; and

(ii) (a) No more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time.

(b) If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

(B) The regulations shall allow local school district boards of directors to develop policies for granting waivers to students who would experience proven financial hardships if required to attend a full school day.

(c) Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other Department of Education-sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located at the public schools.

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(d) Nothing in this section and § 6-18-210:

(1) Precludes a student who has met all graduation requirements from graduating early; or

(2) Requires a student who has graduated early from high school to continue to attend school.

ATTENDANCE POLICY

Shiloh Christian School recognizes that for a quality education to occur, regular student attendance is necessary and required. Absence from school is detrimental to the academic progress of the student. Learning comes in the classroom and often outside a textbook. These learning experiences can never be duplicated, and when a student is not in attendance, they are missing some portion of their total educational experience. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Our attendance policy is reflective of this philosophy.

Absences: An absence is defined as a student not being physically present at school at a time when the school is operating.

The distinction between an excused and an unexcused absence relates only to making-up missed academic work. Unexcused absences result in "O's" for missed academic work, including tests.

Final authority for granting an excused absence rests with the administration.

Students who are absent more than 10 days unexcused from a class in a semester are considered ineligible for credit in that class and/or grade promotion.

All absences except those as noted in the Additional Absences section count toward the maximum of 10 per class each semester.

In order for an absence to be excused a student must submit appropriate written documentation within two school days of the student's return to be considered. After two days documentation will not be accepted and the absence will be considered unexcused.

Any student who has been absent from class must present himself to the attendance office and received a class admit slip before reporting to class. This must be initialed by the teacher and returned to the attendance office that day.

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ATTENDANCE POLICY(cont.)

A note signed by a parent or legal guardian may be used to excuse an absence up to 5 times per semester. Parents are strongly discouraged from taking students out of school for any reason other than family emergencies. Normal and appropriate reasons for having an absence excused to make up work include:

- A. Medical or dental appointments
- B. Temporary illness
- C. Injury

Absences are discouraged for reasons such as:

- A. Vacations
- B. Shopping
- C. Outside events

Additional Absences

Additional absences that are not charged against the allowable number of absences are:

- A. Official School Business Activity: School-sponsored field trips, assemblies, contests, or any other school activity as determined by the school administration. Appropriate documentation is not required as the school administration has made the determination of an approved school activity.
- B. Medical appointments or hospitalization: Student absences due to the directive of the student's medical doctor or doctor/dental appointments. Doctor/dental appointments must indicate the day and time the student was seen in the doctor's office. Appropriate documentation from the doctor/dental office must be submitted within two days to the Attendance Office.
- C. Legal: Student absences due to court or legal appointments. Court/legal appointments must indicate the day and time the student was seen in court or at the attorney's office. Appropriate documentation from the court/legal office must be submitted within two days to the Attendance Office.
- D. Bereavement: Student absences due to the death of a relative or close friend. Appropriate documentation must be submitted within two days to the Attendance Office.
- E. College Visits: Student absences due to the visitation of an institution of higher learning where that student is considering future attendance. Appropriate Documentation from the institution visited must be submitted within two days to the Attendance Office. College visits must be approved in advance. Students are allowed a maximum of two days per semester for college visits. These opportunities begin the second semester of a student's sophomore year and include both semesters of the junior and senior year.
- F. To participate in the election poll workers program for high school students;

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- G. To serve as a page for the General Assembly;
- H. To obey a subpoena, or to attend at an appointment with a government agency.
- I. Extraordinary Circumstances: Shiloh Christian School may grant an extension of allowed absences for extraordinary circumstances or extreme duress of the student or family. An example would be chronic illness. A chronic illness is defined as a frequent recurrence of an illness that would cause a student to be absent from school for more than the allowed absences per semester. Medical documentation must be provided when a waiver of this type is requested. Petition for waivers based on extreme duress may be presented to school administration by appointment.

Absences Recorded

An absence will be recorded as unexcused on the day of the absence unless prior arrangements have been made with the school administration. The absence will be changed to excused if appropriate documentation is received within two days of the student's return to school.

Penalties for Excessive Absences

The school will take the following action when a student's absences approach the excessive amount.

- A. Notify the student and parents that the student may potentially violate this attendance policy and is subject to denial of credit and may be subject to denial of promotion or graduation.
- B. When a student accumulates three (3) and five (5) total absences, the school shall notify the parent or guardian.
- C. When a student accumulates a total of seven (7) absences, the school shall notify the parents or guardians by mail of potential loss of academic credit.

Late Arrival/Early Dismissal

- A. All students arriving to school after 8:15a.m. are required to check in at the Attendance Office.
- B. All students checking-out prior to the end of the school day for any reason must report and sign-out in the Attendance Office. All medical, dental, and other professional appointments must be confirmed by a telephone call and/or a note from a parent/guardian. Failure to report to the Attendance Office when checking-out of school will be considered truancy and may result in detention, in-school suspension, or out of school suspension.
- C. Four or more tardies per semester in the same class will be considered excessive and will warrant the following disciplinary actions.
 - 1. 4th tardy in the same class – 1 detention
 - 2. 8th tardy in the same class – 1 day In-School Suspension
 - 3. 12th tardy in the same class- 1 day Out of School suspension (no credit received for missed academic work, make-up work not allowed)

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Additional Attendance Guidelines

Students in the nurse's office or administration office waiting to be checked out by parent, will be considered absent from the class(es) not being attended.

LIBRARY POLICIES

- A. The library is open to students and teachers from 7:45 a.m. to 3:20 p.m. each school day. The library may be closed during a time designated for the librarian's lunch.
- B. No library materials may leave the library without being checked out by the librarian.
- C. Library books may be checked out for two weeks and may be renewed for one additional two-week period if there is not a waiting list for the book.
- D. Fines are charged for overdue books; students are responsible for the books they check out. Consequently, if a book is lost or damaged the student who checked it out must make restitution for the book. A hold will be placed on grade cards and transcripts until the book is returned or charges paid.
- E. Overdue notices will be issued monthly and given to Language Arts teachers to hand out to the students.
- F. Students visiting the library must have a library pass signed by a teacher with the time, date and purpose stated. A student must have a pass in order to leave the library.
- G. No eating or drinking is allowed in the library.
- H. Reference books may be checked out overnight, weekly, or used exclusively in the library at the discretion of the librarian.
- A. Current and back issues of periodicals (magazines) may not be checked out but can be read in the library. Copies may be made of articles, for the purpose of research, for \$.10 each.
- I. Students shall not check out books in their teacher's name unless the teacher gives written permission.
- J. The library is to be treated as a center for study and research. Any student using the library should work quietly.
- B. A student may use the computer in the library ONLY with the permission of the librarian.

SCHOOL HEALTH SERVICES

For comprehensive health services information see the Health Services Manual at www.shilohsaints.org.

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SCHOOL OPERATIONS AND OTHER ITEMS

A. School Closing

In case of bad weather, school closing will be announced as soon as possible on local radio and television stations and the school's Twitter feed. This information is also available on the website at www.shilohsaints.org. Shiloh students travel from many different areas in Northwest Arkansas; therefore, if school is in session but travel is treacherous in a student's community, Shiloh will honor a family's decision to delay travel until the road conditions improve.

B. School Access/Visitors

Shiloh welcomes visitors to its campus. In the interest of school safety, Shiloh Christian School has implemented new access controls on campus.

1. All visitors must enter and exit Shiloh Christian through the two designated check-in areas during school hours, 8:15 a.m. – 3:40 p.m.

The two designated check-in areas are:

- a. Shiloh Elementary Office – Outside Door – north side.
- b. Shiloh Administrative Office – Outside Door – north side

All other entrances and doors will be locked between 8:15 a.m. – 3:40 p.m. including, but not limited to the hallway doors which lead to both elementary/secondary hallways, and the cafeteria; Special Events Center doors on both the north and south sides of the school; the athletic hallway located on the east side of the main building; and the Learning Center.

NO PARENTS/VISITORS are allowed to enter any of Shiloh Athletic dressing rooms from the numbered outside entrance doors including the Football Overhead door or the inside Athletic hallway doors.

2. All visitors are required to sign-in and wear a yellow visitors tag when in hallways, classrooms, or lunchroom of Shiloh Christian School.
3. Student visitors from other schools are not allowed on campus during the school day. Students from other schools on campus for any reason without prior permission from school administration may face criminal charges.
4. Due to our full enrollment, no one will be allowed to shadow Shiloh students without prior permission from the Secondary administration. Only students who are seeking enrollment and have started the enrollment process will be allowed to shadow.
- 5.

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SCHOOL OPERATIONS AND OTHER ITEMS

- C. Access points into Shiloh Christian School are electronically controlled by the school's bell schedule system and Access Cards.

D. Cell Phones While Driving on School Property

In accordance with state law, the use of cell phones is prohibited while driving in a school zone. Students risk loss of off-campus lunch privileges and/or loss of driving privileges.

E. Fire Drills

When the fire alarm sounds, the following procedure should be followed:

1. As soon as the alarm sounds, students will leave the building in a quiet, orderly manner, according to instructions.
2. Students should take only personal belongings with them. All books and supplies should remain in the room.
3. The teacher will lead the students out of the room.
4. Class groups should remain together as they move outside.
5. Roll will be taken in each group.
6. When the "all clear" signal sounds, students are to return in a quiet, orderly manner.

F. Tornado Drills

For a tornado drill students will leave their locations according to instructions and go to the assigned designated safety places. Students should not kneel below windows. Students should not be more than two persons deep in hallways along walls. Posters and diagrams are provided in each room. During the drill, strictest discipline must be maintained.

G. Student Driving

1. All students must register all vehicles that are driven on campus. In the parking lot, students are required to park within designated parking areas.
2. Students are not to loiter in the parking lot and/or in their cars at any time during the day.
3. Shiloh reserves the right to deny parking and driving privileges to students in the case of erratic, unsafe, or unlawful driving.
4. All driving on the parking lot should be courteous and should follow guidelines established on the parking diagram.
5. Students are required to park in the north parking lot. Specific areas will be designated during student orientation. Parking by the red curb, handicap, or

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other assigned parking (such as faculty/staff parking) may cause the student's driving privileges to be denied for a period of time.

6. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of Shiloh Christian School.
7. No loud music will be permitted in the vehicles while on school property or at school activities.
8. Students are not allowed to move their vehicles between classes or at other times during the school day. Students with off campus lunch privileges may park in a different location when returning from lunch.

H. Tuition Policies

All payments are due on the first of each month and are past due after the 15th. (A \$15.00 penalty will be charged after the 15th on all delinquent accounts.) ALL STUDENT ACCOUNTS MUST BE KEPT UP-TO-DATE IN ORDER FOR STUDENTS TO CONTINUE THEIR EDUCATION AT SHILOH CHRISTIAN SCHOOL. Responsible parties of delinquent accounts will be contacted for a review of their account and the student's status in the school.

I. Lost and Found

Information regarding lost and found items may be obtained in the administration offices. Unclaimed items left in the offices over two weeks become the property of the school and may be discarded or donated to a charitable organization. Please note that lost and found items from athletics may be claimed from the individual coaches.

J. Cell Phones and other electronic devices

Students are not permitted to use cell phones, tablets, iPods, or any other electronic devices without direct teacher permission and supervision for any purpose anytime during the school day, 8:15 a.m. – 3:40 p.m. Misuse will be considered a violation of the school's technology policy. Depending on the infraction the misuse may also be a violation of the school's social media policy and is subject to the discipline outlined in either or both policies.

If a cell phone is seen in use or is heard ringing, it will be taken by the staff, held in the Dean of Students' office, and returned only to the parent.

Discipline action steps for violation of this policy are:

- A. First offense warrants ISS and parent notification.
- B. Second offense warrants a parent meeting and 3 days ISS.
- C. Third offense warrants one day of OSS. One day of OSS will be added for each additional offense.

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Telephones are available in the Dean of Student's and Counselor's offices for student use.

K. School Hours

Secondary students who have the responsibility of meeting an elementary student at dismissal time must do so no later than 3:45 p.m. Secondary students should meet in Lower Hope hallway to sign out elementary siblings by 3:45 p.m. Elementary students who have not been picked up by 3:50 p.m. will be signed into extended care and parents will be charged for this service.

L. Substance Testing/Screening

Shiloh Christian School respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. In accordance with its mission statement and core values, Shiloh Christian School may have performed by an outside agency, mandatory testing for illegal substances. These tests may include urinalysis and/or hair follicle. Students or student groups may or may not be chosen randomly for testing. Additionally, local police officers, with the assistance of a trained K-9, may at times during the year perform searches for illegal substances. Areas and items to be searched may include, but are not limited to: classrooms, hallways, bathrooms, locker rooms, parking lots, vehicles, book bags, backpacks, or other personal belongings. Students found in violation of policies for illegal substances face potential charges from local law enforcement with which Shiloh Christian School would fully cooperate and/or discipline as outlined in the Student Handbook.

M. Custodial/Non-Custodial Parent Rights and Responsibilities

1. Access to Records

Shiloh Christian School presumes that the person who enrolls a student in school is the student's custodial parent. It is the responsibility of the parent to provide any documentation regarding the restrictions of a non-custodial parent. Shiloh Christian School, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions exist to the above rights, the custodial parent should submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all of the student's educational records, including but not limited to, the student's cumulative file, records kept by the teacher, and the student's special education file (when applicable).

The following also have access rights to a student's records:

- (1) A court appointed guardian.

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(2) An agency to which jurisdiction over the child has been awarded.

Records requested by an attorney representing a parent shall be acquired by subpoena or written consent of custodial parent. Current data not available in student records, such as attendance records or the latest report card, should be attached to the request.

2. Stepparent Involvement

At the request of the custodial parent, the school shall allow the stepparent to act for the custodial parent unless the noncustodial parent objects in writing to the school.

3. Conference Requests

Upon written request the non-custodial parent may conference with the student's teacher(s) and/or meet briefly with the student. Under no circumstances will the student be permitted to visit with or be released to anyone, including the non-custodial parent without the approval of the custodial parent.

The custodial parent should be aware of the following:

Only a legal document (i.e. final divorce decree which includes specific denial of visitation or a restraining order denying visiting rights) can prevent a parent from participating in the activities named above.

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the following step should be taken:

- The principal or his or her designee is to explain that the school staff is responsible for the child's welfare while at school. In front of the non-custodial parent, the custodial parent should be telephoned with the request of the non-custodial parent. If the custodial parent agrees, only then should the non-custodial parent be allowed to remove the child from school property following standard check-out procedures.

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Secondary School

A. Grading Scale

1. All grading will be based on percentages in a given marking period as follows:

PERCENTAGE GRADE	LETTER GRADE	G.P.A. VALUE
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

*AP (Advanced Placement) and Early College Decision classes: A=5.0, B=4.0, C=3.0, D=2.0, F=0

*AP classes are weighted only if the student completes both semesters of the AP class and takes the AP exam in May.

2. Days present, days absent and tardies appear on a student's permanent record.
3. Incomplete, late assignments and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher or school administration.
4. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade. Overdue assignments may be required to be completed without credit.
5. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading period because of an emergency situation, the student may receive an "incomplete" on his/her report card. In such cases, the student will confer with his or her instructor and guidance counselor and will be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be recomputed and marked on the student's report card. All grades of "incomplete" (I) must be made-up within the school specified time period or the student will receive a zero.

B. Report to Parents

1. Parents will receive nine (9) week grade reports. Mid quarter reports will only be sent home in classes where the student has a D or F. Only semester

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grades will be recorded on student transcripts. (See school calendar for specific dates.)

2. Parent-teacher conferences will be conducted after the first and third grading period with the goal of maintaining proper communication between the home and school.
3. Additional communication between parents and teachers is encouraged as this contact is extremely important. Parents are encouraged to initiate conferences as needed throughout the year.
4. Shiloh Christian School encourages the use of daily progress checks through the use of assignment notebooks.
5. Parents are highly encouraged to monitor their child's academic progress weekly via RenWeb.

C. Academic Probation

Students who have one of the following combinations of semester grades of 3 D's or lower will be placed on academic probation for the following semester.

The student then has one semester to eliminate his/her probationary status. Students failing to do so may be removed from Shiloh Christian Secondary School. Students who are placed on academic probation, and their parents should meet with school administrators to develop an individual academic improvement plan for said student. The student's teachers may be in attendance at this conference.

ACADEMIC INFORMATION

A. Advancement

1. Students who complete all requirements will be advanced into the next grade. All advancements of students will be on an annual basis.
2. Any student making an "F" for the final average in a required course will be required to use approved course outlets to make up the grade. The outlets that Shiloh accepts will be communicated to the student. Most commonly the course outlets are Keystone and the University of Missouri.
3. Sixth through eighth grade students who do not pass the course through a designated course outlet will not be promoted to the next grade.
4. Students in Grades 9 -12 will be advanced according to the cumulative credits. Class standing is based on the following scale:

Freshman	Less than 6 credits
Sophomore	6 – 11 credits

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Junior	11 - 17 credits
Senior	17 credits

B. Senior Honors and Programs

Shiloh Christian School has several awards to honor those who have consistently excelled academically in the Honors Program. Only core classes from this program will be used to figure Honors GPA for these awards. Although some awards may be added during the school year, the following is a list of honors for academic excellence.

1. Christian Life and Leadership Award—awarded to seniors who exhibit the most consistent Christ-like lifestyle in academics, attitude, and behavior and have demonstrated exceptional leadership ability among his or her fellow students.
2. Valedictorian—Senior(s) with above a 4.0 cumulative G.P.A. in all core classes and in good standing during the last 4 semesters. Salutatorian—Senior(s) with the second highest G.P.A. in core courses.
3. Honor Cords—given to all Senior Honor Graduates who meet all academic criteria with a cumulative GPA of 3.5 or higher in all core classes.
4. Academic Hall of Fame – For seniors graduating with an overall GPA of 4.0 or above. To be eligible, attendance at SCS during their 10th, 11th, and 12th grade years is required.
5. Dalby, Johnson, McKnight Scholar Athlete Award—awarded to the top male and female scholar athletes. Participation in athletics as a senior is required.
6. Certificates of Merit—awarded to the top students in each academic department or class.
7. National Honor Society—established to honor outstanding students in grades 7-12. Students must meet the following criteria:
 - a. Maintain a minimum 3.50 grade average for grades 7-9 or a minimum 3.25 grade average for grades 10-12.
 - b. Be an active member in the school community and participate in extracurricular and service activities.
 - c. Display an attitude of leadership in class and school events.
 - d. Demonstrate positive Christian characteristics in the classroom, extracurricular and social activities.
 - e. Students are elected to the Junior/Senior National Honor Society by a committee selected by the Dean. An application for membership is required.

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8. ACT Achievement Scholarship – awarded to the senior with the highest ACT composite score.

STUDENT SERVICES

A. College and Career Planning

A counselor is available for consultation with students and families as they make college and career decisions. Students may access resources, including registration packets for the Scholastic Aptitude Test (SAT) and American College Testing (ACT). Shiloh Christian is an official ACT testing center, allowing students access to college entrance exams in a familiar environment. Information is available from Christian and secular colleges and universities. An extensive scholarship file is maintained to provide financial aid information. A computerized college and scholarship search system is available to all students.

B. Confidentiality

Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self or others, known or suspected child abuse, or when required by court of law. The same standards of confidentiality will be observed with parents who consult with guidance staff. Students will be encouraged to include parents or other school staff in addressing counseling issues when appropriate and in the student's best interest. As the guidance staff works together to provide these counseling services to the students and parents, a free exchange of information may take place between the Shiloh Christian guidance counselor and appropriate parties when deemed necessary to provide services in the student's best interest. Information will only be released to outside persons or agencies with the permission of the parent or student of legal age.

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C. Make-up Work

When a student has an excused absence from school, he will be permitted the same number of class days to make up the work he missed. The burden of responsibility for make-up work rests on the student.

D. Make-Up Test Policy

The following guidelines will be used by all secondary faculty regarding the giving of and the make-up of exams.

1. Exams should be communicated on the course syllabus at the beginning of the semester. Any adjustments to the exam schedule should be communicated to students well in advance of the scheduled exam.
2. All students will take a scheduled exam on the day it is given. An absence in the class(es) prior to the exam will NOT exempt the student from the exam on the scheduled day the exam is given.
3. The only scenario where a student will not take an exam on the day it is scheduled is if the student is physically absent from class. In such a case, the student will be expected to take the exam the first day back in class during the class time.
4. Failure to abide by the above guidelines will result in a nonnegotiable "0" for the exam without the possibility of another makeup exam.

E. Schedule Changes

Schedule changes may be submitted during the first week of each semester. Changes may be granted upon parent and faculty approval.

DISCIPLINE POLICY

Attendance at Shiloh Christian School is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore, the following policy and procedures will be supported in order to maintain such discipline.

A. Policy

It is the policy of Shiloh Christian School that each student enrolled in the school has a basic right to the best education and training afforded by the school. However, when a student interferes in any way with a teacher's right to teach or a fellow student's right to learn, that student forfeits his/her basic educational right and will be subject to those penalties imposed by the Administration or School Board until being reinstated in good standing. The first line of discipline lies with the

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classroom teacher. Students are to be subordinate to teachers at all times during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or en-route to or from the event. Insubordination in any form will not be tolerated.

B. Process and Procedures

Due to repetition or magnitude of misbehavior, discipline problems may be referred to the Dean or designee.

1. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral.

C. General Procedures

When the teacher's attempt to deal with the problem has not been effective, the Dean of Students or the designee will meet with the offending student. Discipline will be based upon the student's cumulative disciplinary record for any one school year. However, there are certain violations that may require immediate expulsion from Shiloh Christian School.

D. Disciplinary Actions

1. Detention

All detentions will be served on Thursday mornings at 7:00 a.m. (or at other appointed times determined by the administration), under the supervision of the Dean or the designee. Failure to attend detention will result in additional discipline measures (most commonly one day of ISS). Students who are assigned detention must serve it on the day it is scheduled regardless of potentially missing previously scheduled activities.

2. In-School Suspension (ISS)

In-School Suspension may be assigned for a variety of issues related to misconduct. The following rules apply to ISS:

- a. Students must report to the Dean of Student's Office no later than 8:15a.m. Dismissal will be at the end of the school day.
- b. Students will eat lunch in the ISS room.
- c. No electronic devices are allowed.
- d. Students will be responsible for bringing all books and supplies each day to successfully complete their assignments.
- e. Restroom breaks will be scheduled at appropriate intervals.
- f. Extracurricular participation for students assigned to ISS will be determined by the Dean of Students and activity sponsor.

D. Disciplinary Actions (cont.)

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3. Out-of-School Suspension (OSS)

Out-of-School Suspension may take place for Class II and Class III offenses or other violations as described in this section. The administration has the authority to evoke student suspension after examining and evaluating all pertinent facts. Students will be readmitted only after a parent/guardian has conferred with a member of the secondary administration. Students assigned OSS may be required to complete assignments for no academic credit or receive no credit for missed assignments while on this suspension.

4. Disciplinary Probation

Due to misbehavior or misconduct, students may be placed on probation. Students on probation may be prohibited from participating in any extracurricular activities (some elective courses may be included) for a designated time or indefinitely.

5. Alternative Learning Environment (ALE)

In certain circumstances a student may be assigned to an alternative learning environment. An ALE assignment is for a period to be determined by the school administration. While assigned to ALE a student will have minimal interaction and may not be allowed to participate in extracurricular activities without administrative approval.

6. Expulsion

Expulsion procedures will be carried out following state law and guidelines as closely as possible. Anytime a referral is submitted that warrants formal disciplinary action, a reasonable effort will be made by the school to either contact the parent(s) or guardian(s) by written note delivered by the student, by making a telephone call during school hours, by e-mail, or by mail.

Conduct Violations

The following are general, not all-inclusive, categories of conduct violations.

E. Class I Offenses

(These offenses may warrant a detention or in-school suspension)

- 1.01 Excessive distraction of other students - any conduct or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- 1.02 Violations of rules concerning use of candy, gum, or other food items.
- 1.03 Gambling - Any participation in games of chance for money and/or things of value.
- 1.04 Excessive Tardiness - Repeatedly reporting late to school or class.
- 1.05 Non-conformity to dress code.
- 1.06 Inappropriate public display of affection.
- 1.07 Unauthorized possession of electronic devices.
- 1.08 Homework incomplete or missing.
- 1.09 Possession of matches, lighters, or similar devices.
- 1.10 Cheating related to homework
- 1.11 Being in an unsupervised or unauthorized location.

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- 1.12 Any other violation which the Dean or Dean of Students may reasonably deem to fall within this category.

F. Class II Offenses

(These offenses may warrant suspension from school from 1-10 days.)

- 2.01 Defiance of authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a school board employee.
- 2.02 Intentionally providing false information to a school board employee including, but not limited to, student information data and/or the concealment of information directly leading to school business.
- 2.03 Possession or use of tobacco products - any possession on the person, in his/her locker, or other effect of a student.
- 2.04 Assault upon student.
- 2.05 Assault and battery upon a student.
- 2.06 Fighting.
- 2.07 Unjustified activation of a fire extinguisher.
- 2.08 Unjustified activation of a fire alarm system.
- 2.09 Disruption on a school bus.
- 2.10 Use of obscene manifestations (verbal, written, gesture).
- 2.11 Inciting student disorder.
- 2.12 Malicious mischief.
- 2.13 Unauthorized absence from school or class (truancy).
- 2.14 Use of profane or obscene language.
- 2.15 Terroristic threatening
- 2.16 Cheating related to a test or quiz
- 2.17 Any other violation which the Dean or Dean of Students may reasonably deem to fall within this category.

G. Class III Offenses

(These offenses may warrant assignment to an alternative educational environment or expulsion from Shiloh Christian School without warning.)

- 3.01 Drugs - Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This includes counterfeit drugs, diet pills, etc.
- 3.02 Arson - Intentional setting of fire to any school property.
- 3.03 Directing obscene or profane language to a school employee.
- 3.04 Assault upon school employee.
- 3.05 Assault and battery upon school employee.
- 3.06 Possession of a weapon or ammunition (includes air guns, paint guns and ammo).
- 3.07 Possession and/or igniting fireworks or firecrackers.
- 3.08 Theft of property.
- 3.09 Possession of stolen property with the knowledge that it is stolen.
- 3.10 Sexual misconduct.
- 3.11 Refractory conduct.
- 3.12 Vandalism.
- 3.13 Arrested
- 3.14 Cheating related to a final exam
- 3.15 Any other offense which the Dean may reasonably deem to fall within this category.

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H. ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students will not be tolerated by the Shiloh Christian School administration. In accordance with the Shiloh Christian School mission statement and core values, the administration is committed to providing all students with a safe school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Shiloh Christian School prohibits harassment, bullying, hazing, or any other victimization of students. The testimony of a spiritually transformed life does not provide for behavior that victimizes others. This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school system. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance;
or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, bullying, hazing, or other

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2. Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
3. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
4. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
5. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

I. CHEATING AND PLAGIARISM POLICY

Shiloh Christian School highly values both personal and academic integrity. In accordance with the school's mission statement and core values, any conduct involving deception that may unfairly, improperly, or illegally benefit a student's grade is considered cheating. Actions or behavior interpreted as evidence of the intent to dishonestly mislead in this way is also considered cheating.

Some examples of cheating are:

1. Copying someone else's answers on homework, a daily assignment, quiz, or test.
2. Allowing someone else to copy from your homework, assignment, quiz, or test.
3. Using notes or any study aid written or electronic without the teacher's permission.
4. Sharing answers via any means during an assessment of any type, like a quiz or test.
5. Collaborating or otherwise "Working together" on any assignment without permission.
6. Sharing via any means, the content or specific questions of a quiz, test, or assignment with a student in another section of the same class.

Students found to be in violation of this policy may be disciplined according to conduct policies up to, and including suspension, expulsion, and not receiving credit for the academic course.

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Plagiarism is a specific form of cheating where a student unintentionally or intentionally presents or misuses another's published, unpublished, or intellectual work as one's own. In order to help students and protect the academic integrity of their work, students may be required to submit work through plagiarism checking sites such as turnitin.com.

Some examples of plagiarism are:

1. Copying material from the internet or any source without providing proper quotations or citations.
2. Copying content from someone else's work without providing proper attribution.
3. Submitting all or a portion of a work or paper purchased from any provider on the internet or from another source.
4. Submitting all or a portion of a work or paper written by someone else.
5. Using the same thesis, structure or concept from another author without properly indicating or providing attribution of the source.
6. Supporting plagiarism by providing work to another student whether or not the work is believed to be copied.

Students found to be in violation of this policy may be disciplined according to conduct policies up to, and including suspension, expulsion, and not receiving credit for the academic course.

J. SOCIAL MEDIA POLICY

Shiloh Christian Secondary School recognizes the emerging and changing role of social media in culture. In accordance with the school's mission statement and core values the commitment and expectation surrounding the use of social media is intentionally high. Protection of the student's safety and reputation in addition to protection of the school's reputation is the rationale for requiring appropriate communication via social media. Students, parents, and faculty represent Shiloh Christian School in these venues. Those who engage in the various interactions of social media are subject to the same behavioral standards, expectations, and discipline set forth in the Student Handbook.

Shiloh Christian School occasionally receives social media network images and/or texts from concerned parents, students, or other individuals. For sites beyond our school's networks, it has become the practice of Shiloh Christian School to forward these to parents of students involved in an effort to inform parents who may not otherwise be aware of what may be questionable content. Forwarding to parents does not preclude potential disciplinary actions as set forth in the Student Handbook.

Individuals are responsible for the content they post. Shiloh Christian School reserves the right to amend this Policy at any time due to changes in law or school standards.

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Guidelines for acceptable social media use:

1. Exercise care when participating in use of social media within the Shiloh community and outside the Shiloh community.
2. Consider everything communicated via social media as public information even if there is limited access to the site. This includes texts, images, video, and audio.
3. Consider once a post of any kind has been published it may become the property of that social networking site. These sites are often searchable even after content has been removed or deleted.
4. Consider colleges, universities, and employers are now reviewing individuals on social networking sites as part of their overall evaluation of applicants.
5. Exercise caution in every social media post. Remember that text and images do not carry tone or context. What may be an innocent comment or image posted in jest may not be perceived that way.
6. Exercise great care in posting any sort of personal information including names, phone numbers, and locations.

Examples of unacceptable social media use:

1. Publishing or posting disparaging, harassing, threatening, illegal, obscene or hostile remarks or images about Shiloh Christian School faculty, staff, or students.
2. Publishing or posting disparaging, harassing, threatening, illegal, obscene or hostile remarks or images about students, parents, teachers, coaches, administrators, teams, or individuals of other schools.
3. Posting or publishing confidential or personal information about any person other than oneself.
4. Posting or publishing comments or materials representing oneself as someone else.
5. Create, post, and/or publish any digital recordings of Shiloh Christian faculty, staff, students, or parents without the consent and permission of the school administration and those depicted in the recording.

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K. TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Shiloh Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their tablet computer or other electronic device on the SCS campus.

1. The Shiloh Christian School wireless network is intended for educational purposes.
2. All activity over the network or using school technologies will be monitored and retained.
3. Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources may result in disciplinary action.
6. Shiloh Christian School makes a reasonable effort to ensure student's safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the SCS network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

Using Your Tablet or other Electronic Device at School

Electronic tablets and other electronic devices (excluding cell phones) may be used for school appropriate purposes only.

Charging Your Device's Battery

Tablets or other devices must be brought to school each day in a fully charged condition. Keep in mind that, currently, an iPad, for example, can take up to 5 hours to charge fully.

Screensavers/Background photos

Users of tablets and electronic devices are expected to choose appropriate wallpapers, screensavers, desktop, backgrounds, and/or displays for their devices which are consistent with school's core values and mission.

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Photos

All technologies provided by or used at Shiloh Christian School are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these devices and their environments.

Sound, Music

On *school-owned tablets and devices* students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. On *all school-owned devices*, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming

Students may only use appropriate gaming apps during discretionary time and with approval and supervision. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate.

Saving Work

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students should back up all work for their own protection.

Network Connectivity

SCS makes no guarantee that the school wireless network will be up and running 100% of the time.

Downloading Apps

Teachers may require students to download apps or electronic books that have application to their specific course content.

Inspection

Students may be required to provide their technology for inspection at any time.

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Web Access

Shiloh Christian School provides students with access to the Internet and its content. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records may be retained.

Users are expected to respect that the web filters used are safety precautions and are not to be circumvented. If a user believes a site or content should not be blocked, the user should alert a member of school faculty or administration. Parents are encouraged to use the Settings function on devices to limit or disable specific inappropriate options for the environment of their intended use.

Email

Shiloh Christian School may provide users with a Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by SCS policy or their teacher.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Shiloh Christian School may provide users with access to web sites, content and/or tools that allow collaboration, sharing, and messaging among users.

Posts, chats, sharing, and messaging may be monitored. Users are cautioned not to share personally-identifying information online. (see Social Media Policy)

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or distrusted origin.

If a user believes a device being used might be infected with a virus they should alert personnel in the school's IT department. A device user should not attempt to remove the virus using any means or methods.

Plagiarism

Users should not use content without appropriate citation. This includes usage of words and from the Internet or elsewhere. A misrepresentation of appropriate credit to the

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content's creator is considered plagiarism. All research should be appropriately cited. (See Cheating and Plagiarism Policy)

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If a user should encounter any message, comment, image, or other content else online that causes concern for one's personal safety, it should immediately be brought to the attention of an appropriate adult.

Cyber-bullying

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained. (See Anti-Bullying/Harassment Policy)

Parent/Guardian Responsibilities

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources such as television, cell phones, electronic devices, videos, movies, and music.

Examples of Acceptable Use

I will:

- Never leave my device unattended and I will know where it is at all times
- I will place some form of name identification on the case or device itself
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies

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- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources
- Recognize my network activities are monitored by school personnel

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies related to the school.

Examples of UN-acceptable Use:

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the SCS web filter through a web proxy, 3G, 4G or Hotspot
- Using another student's device without permission of that student and a faculty member
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during inappropriate times and/or using in inappropriate games which contradict the school's core values and mission
- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to a physical face to face meeting of someone met online
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

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Limitation of Liability

Shiloh Christian School will not be responsible for damage, harm or theft to student-owned tablets or other electronic devices. While Shiloh Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Shiloh Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

1. Suspension of network, technology, or computer privileges
2. Loss of device use for a determined period of time (student still responsible for all required work)
3. Notification of parents
4. Detention or suspension from school and school-related activities
5. Legal action and/or prosecution

STUDENT EXPECTATIONS – Policies

- A. Students shall respect the authority of ALL adults and the rights and property of others.
- B. All student organizations that meet in the school must have an authorized sponsor with them.
- C. Movement in the corridors, whether between classes or during classes, must be done quietly and in an orderly fashion.
- D. Any student leaving a room during class time must have permission from the teacher or supervisor.
- E. Shiloh Christian operates firmly on the premise that overt public displays of affection are inappropriate. All cases of sexual misconduct may result in disciplinary action.
- F. No students will be allowed in the hallway before 8:05 a.m. except with permission of and supervision by a teacher. The halls will be closed to students at 3:45 p.m. and students are expected to secure personal items before this time.

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Extracurricular Activities and Other Items of Note

A. Scholastic Requirements for Participation in Extracurricular Activities

Shiloh Christian Secondary School recognizes academic achievement and spiritual growth as the top priority of all students. Students must meet the academic requirements established by the Arkansas Activities Association. This requirement is a minimum standard and does not preclude an individual sponsor (with Dean approval) from setting higher academic criteria for participation in a selected group.

B. Athletics, Activities, Organizations, etc.

1. Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relationships, maturity in handling pressures and how to live with success and failure. Athletes will be expected to promote a Christ-like spirit in sportsmanship and attitude while displaying a cooperative spirit with the faculty, student body, and the school administration. Athletes will receive an athletic handbook which will outline the rules and regulations concerning athletics. Shiloh Christian School is a member of the Arkansas High School Athletic Association and participates in the 4A 1West Athletic Conference.
2. Athletics presents several developmental levels of growth for student-athletes. These levels are transitional between goals of participation and competitive excellence. At younger levels the focus is on participation. Shiloh desires to maintain and sharpen goals of excellence while acknowledging that these students are in rapid changes of maturity and ability. Shiloh desires to develop their interests, exploring areas to find the Lord's direction and gifting for them, while also developing their skills in those activities. It is the goal in our athletics programs to present maximum opportunities and avoid "cuts," if at all possible, based on size-limits of programs.

The primary goal at the high school level is competition. Programs are structured to encourage individual skills development along with team play. Teams may be kept at a manageable size.

3. Occasionally, students must be dismissed early from class in order to compete in an early event. Students will be expected to make prior arrangements with each teacher before dismissal from class.
4. Class officers will be elected in the fall for each grade (6-12). The requirements for eligibility are a 2.0 G.P.A. and approval from the advisors and two teachers. Repeated misbehavior or a G.P.A. that falls below 2.0 during the student's tenure of office may result in that student's removal from office.
5. All clubs must be approved by the administration and led by an approved adult sponsor.
6. Socials with the class and school should be coordinated with the school office as to date, time, location, and sponsor.

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7. The Student Council of Shiloh Christian School will aid the administration and faculty, provide a channel to the administration and the Board, provide a well-balanced social program, encourage student participation and spirit in school activities, and uphold the spiritual principles upon which the school was founded. The faculty advisor will be appointed by the Dean. The governing of this organization shall be in accordance with "The Constitution of the Student Council of Shiloh Christian Secondary School."

C. Lockers

The school is not responsible for lost or stolen items. Students may decorate the insides of lockers but may not apply self-adhesive stickers or other objects that may leave residue. Pictures and other decorations must be in keeping with Christian standards. Outside locker decoration will be approved for "school spirit" when decorations are done by cheerleaders or other school approved groups. Those decorations on the outside of lockers must be removed on Wednesday and Friday afternoons.

Secondary Student Dress Code & Guidelines

The purpose of the dress code is to promote a positive academic atmosphere and establish guidelines and promote dress standards that are pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12). Anything related to dress code or grooming that may cause a distraction to the learning environment or is not reflective of Shiloh Christian School's mission or core values may be considered inappropriate.

A. Regular Dress

All clothing must be modest, clean, covering well. Attire cannot be oversized or too tight. Rips, frays, holes, fashion tears and similar are prohibited.

Shirts

All shirts must be collared, (fold over collar) sleeved and of a polo or button down style. Sheer shirts are prohibited.

Sweatshirts, hoodies, coats, and jackets

All sweatshirts, hoodies, coats and jackets may be worn over a collared shirt. These apparel items may be Shiloh Christian School or Shiloh team logos or lettering, college or university logos or lettering. University logos may be larger than pocket size. Any manufacturer or other brand logo or lettering must be pocket size (4" x 4") or smaller, regardless of the location of the branding.

Pants

All pants or jeans must be of a solid color or plaid.

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Shorts

Shorts must be of a solid color or plaid. The length of shorts must be no more than a dollar bill width above the kneecap while standing.

Skirts and dresses:

Are not permitted

Shoes – Shoes must have a heel strap. Flip-flops and sliders are prohibited.

B. Honor Dress

Honor Dress will be required for certain special events or occasions. General dress code standards apply with the following exceptions:

Young Women:

Slacks are required and must fit appropriately. (See Regular Dress page 37) (No denim or colored denim)

Shirts or blouses must have a fold-over collar

Sweaters -High necked dress sweaters may be worn.

Skirts or dresses with a hem line below the knee may be worn.

Shoes- Dress shoes and dress sandals are required. (no tennis shoes)

Young Men:

Shirts must be full button-up and tucked in.

Ties- Neck ties are required

Sweaters- Sweaters may be worn over the shirt and tie.

Pants – slacks/dress pants are required. (No denim or colored denim)

Shoes- Dress shoes are required. (no tennis shoes)

C. Friday Spirit Day Dress

Shiloh Christian logo - shirts may be worn in addition to normal dress code wear.

The main emphasis of the t-shirt logo or lettering must be Shiloh. Shirts that are

Christian/church themed, but are not related to Shiloh are not allowed. If spirit dress is not worn, normal dress guidelines must be followed. Non-Shiloh, non-collared shirts are not allowed.

Other Dress Code and Grooming Guidelines

Boys must be clean shaven. Facial hair is not permitted.

Boys hair when combed straight down should not fall over the ears or eyebrows, or touch the collar.

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Boys must cut and groom their hair in such a way that it not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the base of the neck. Extreme styles are not permitted and include: pony tails, mullets, mo-hawk, and similar.

Sideburns may not be flared and must be a clean shaven horizontal line and will not extend below the earlobe.

Hats, hoods, or visors are not permitted in any academic area.

No male earrings at Shiloh or any Shiloh Christian function.

Girls may not have more than two earrings per ear at school or any Shiloh Christian function.

No body piercings, other than ears, nor tattoos may be visible at school or at any Shiloh Christian function.

CONFLICT RESOLUTION

Conflict is bound to occur in any given relationship. Truly, "all have sinned and fall short of the glory of God" (Romans 3:23). Differences of opinion, misconduct, hurtful words and violations of trust are found in the Christian community as well as the world. The presence of such conflict is common to both; however, the manner in which the Christian deals with conflict is to be different than the typical approach of the unbeliever. This is a testimony of the transformed life (Romans 12:1-2).

God has given us specific guidelines in His Word regarding the resolution of conflict.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

The practical application of this truth at Shiloh Christian School is as follows:

- A. Talk to God about the matter before speaking to anyone else. Give Him opportunity to calm your spirit, grant perspective and focus your eyes upon Him instead of the circumstances (Psalm 139:23-24).
- B. Do not talk to others about the individual(s) involved in the conflict. Do not sow seeds of discord among the Shiloh family (Proverbs 6:16-19). If counsel needs to be sought, do so while protecting the identity of the parties involved.
- C. Make an appointment to speak privately with the individual who is directly involved in the conflict. There is an appropriate time and place to discuss such issues. Give

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the other individual opportunity to reflect upon his/her actions or words, seek God's perspective of the matter, and prepare for the conversation.

- D. (This means a classroom issue must first be discussed with the teacher, an athletic issue must first be discussed with the coach, and an administrative issue must first be discussed with the appropriate administrator.)

- 1. If a positive outcome cannot be achieved in this initial meeting, a meeting needs to be scheduled between the original parties and the next level of administration.

- E. This process continues as long as necessary with the ultimate resolution resting in the hands of the Board of Directors for Shiloh Christian School.

In following this God-given process of conflict resolution, we are being obedient to the Scripture, protecting the unity and integrity of the school's ministry, growing in our spiritual maturity, and giving a positive testimony to others.